TRANSFER COURSE EVALUATION APPEAL

Directions to the Student:
1. Complete one form for each transfer course you want to appeal.
2. Attach the following information to the appeal form:
   • supporting documentation for the course: course syllabus, course description and/or course outline
   • a typed letter explaining the rationale for your appeal
3. Submit this completed form with your supporting documentation attached to the Registrar's Office.

Outcome of appeal: Results from the appeal will be sent within 30 days to the email address you provide below. If you are not satisfied with the results of this appeal, you may appeal to the Vice President of Academic & Student Affairs. A third and final transfer appeal is available at the system level. See Minnesota State Colleges and Universities Procedure 3.37.1, Part 7.

Name_______________________________________________Student Id:  _______________________________

Last                              First                                   MI

Address______________________________________________________________________________________

Street                                                                City                               State             Zip

Phone__________________________Email Address_________________________________________________

Major:  ______________________________________________________________________________________

Please consider the course listed below from:  _______________________________________________________

(College/Institution)

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Riverland Equivalent</th>
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Signature of Student            Date:

Approved: __________ Denied: __________

Comments:__________________________________________________________________________________

___________________________________________________________________________________________

Academic Dean:_________________________________________________Date:________________________

Registrar:______________________________________________________Date:_________________________

6/2019